



Olene S. Walker
Governor

Utah State Building Board

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MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: February 4, 2004
Subject: **Delegation to USU for Brigham City Campus Remodel**

Recommendation:

DFCM recommends that the Board approve the delegation of this project to Utah State University as requested in the attached letter dated January 9, 2004 with the following additional conditions: (1) the plans and specifications be approved by DFCM prior to the commencement of construction and (2) DFCM's building official oversee the compliance with building code requirements in a manner similar to projects managed by DFCM.

Background:

This remodeling project has been discussed in the last two Board meetings as part of the discussion of the master plan for the state campus in Brigham City. In the January meeting, the Board authorized \$300,000 of capital improvement funds for remodeling needs at this campus. Approximately \$50,000 of this allocation will be used to incorporate two classrooms currently used by USU into the space used by the Driver License Division. It is anticipated that DFCM will manage this project. The remaining \$250,000 of capital improvement funds will be combined with USU funds for the project that is the subject of this delegation request.

If this project were occurring on an USU-owned campus, the administration of the project would be automatically delegated to USU under the across-the-board delegation that the Board approved several years ago. This project does not fall under that delegation authority because it is occurring on a campus owned by DFCM. DFCM does not see any reason why USU should not be allowed to manage the project.

The two conditions noted above are recommended by DFCM due to the unique circumstance of USU managing a project in a campus for which DFCM has ownership and general responsibility.

FKS:KEN:sl

Attachment



OFFICE OF THE VICE PRESIDENT
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9 January 2004

F. Keith Stepan, Director
Division of Facilities Construction
and Management
4110 State Office Building
Salt Lake City, UT 84114

Dear Keith:

SUBJECT: Delegation Request – USU Brigham City Campus Additional Space Renovation

Utah State University requests delegation for the design and renovation of up to 15,000 square feet of educational space at the Brigham City Campus (former Fred Meyer property). A portion of the unused space in the Fred Meyer Building will be renovated to be used as classrooms, restrooms, and student commons area. The space will be used year round to help meet the educational needs of the continuing higher education students served by USU Brigham City. Currently USU occupies approximately 22,000 square feet of space at the Brigham City Campus. Due to high rates of growth in enrollment over the past five years and projected continuing high rates of enrollment, it is no longer possible to effectively meet the requirements of the students. Since the Brigham City facility is managed by DFCM, delegation to USU is needed. Justification for the delegation request is as follows:

REQUIREMENTS FOR DELEGATION

- A. SCOPE – The project consists of designing and constructing ADA approved restroom facilities for both male and female students, eight to twelve classrooms for face-to-face instruction, and the related commons areas associated with a student population. This will leave approximately 15,000 square feet of undeveloped space within the Fred Meyer building for future expansion.
- B. EFFICIENCY – The project will be managed by USU Facilities Design and Construction Office. The staff includes licensed architects and engineers. No additional staff will be required.
- C. SIZE OF PROJECT – The total project budget will not exceed \$450,000.
- D. DEMONSTRATED BENEFITS – The main benefit to delegation of this project will be the efficiency of dealing with individuals who have already been deeply involved in the economic and technical aspects of this type of renovation.

- E. CAPABILITY TO ADMINISTER THE PROJECT – Past performance on delegated projects has produced excellent quality projects and a good working relationship with the user, consultants, and contractor. Facilities personnel have developed an understanding of DFCM and Building Board concerns. Since the project will be relatively small, the amount of coordination necessary may be more difficult if administered from Salt Lake City.

QUALIFICATION CRITERIA

A. PROJECT MANAGEMENT

1. The project manager will be Stanley Kane AIA, RIBA. Stanley has been a project manager with Utah State University for 11 years. He is a licensed architect and certified building inspector, and he has 25 years experience in design and construction.
2. The project management will be traditional with monthly reporting to DFCM and the Building Board.
3. Design Criteria – The unusual nature of designing and incorporating additional educational space into the existing facilities and the complexity of the number of players will necessitate a lot of on site coordination which would be more easily handled by USU. DFCM design criteria as well as USU design standards will be utilized.
4. Change Order Review – Change Order procedures will be the same as DFCM procedures with review by USU Facilities Design and Construction, and USU Office of the Vice President for Administrative Services.
5. Dispute Resolution – Dispute resolution will be handled by the Vice President for Administrative Services with assistance from Facilities Design and Construction staff and the Attorney General's representative assigned to USU as necessary.

B. BUILDING OFFICIAL AUTHORITY

1. The renovation will be in an existing facility that complies with building codes that applied to this type of building when it was built. USU will coordinate closely with all State agencies including DFCM and the State Fire Marshal for the plans to remodel and change use in the existing building.

C. ADMINISTRATIVE MANGEMENT

1. Preparation and Adequacy of Budget – The project budget of \$450,000 is based on preliminary estimates produced by engineering consultants and will be further refined by RFP respondents when proposals are returned.
2. Funding – Funding will be through USU Brigham City student fee accounts and USU Brigham City State program appropriation.

3. Financial Management – Financial Management will be handled through the Office of the Vice President of Administrative Services. All previous delegated projects have been successfully managed by this office.
4. Procurement of Services – Value Based Selection procedures will be followed in reviewing proposals.

ADMINISTRATION OF DELEGATED PROJECTS

- A. FIDUCIARY RESPONSIBILITY – USU will accept fiduciary responsibility and ensure that all contracts are awarded legally.
- B. REPORTING – USU will report the project through the regular delegation/administration report process and submit any other reports to DFCM as requested.

Your favorable response to this request at the next meeting of the Building Board will be appreciated. Please let me know if further information is needed.

Sincerely,



Kevin C. Womack
Associate Vice President
for Administrative Services

KCW/jm

c: Kenneth E. Nye